

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: CLINIC NURSE
Department: Health Clinic
Reports To: Tribal Physician/Medical Director
FLSA Status: Exempt
Salary Range: \$36,121 - \$48,870 Annual
Level: 5

SUMMARY

Under general supervision provides professional nursing services and patient care in variety of outpatient settings. Follows established nursing process, including patient assessment, nursing diagnosis, planning, intervention, and evaluation. Ensures adherence to department and policies, and nursing procedures, standards, and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Provide direct, professional nursing care to a specified population of patients in an outpatient setting maximizing resources and maintaining optimal patient flow.
- Prepare equipment and assist providers during examinations, treatments and procedures. Able to use sterile technique.
- Perform evaluation of new and existing patients to determine priority and suitability of treatment and/or need for modifications. Perform patient triage over the phone and in person.
- Administer prescribed medications and tests, apply sterile dressings, perform phlebotomy, and monitor vital signs. Perform bench labs and electrocardiograms.
- Organization of and participation in health fairs and activities.
- Assist with the establishment of nursing policies and procedures.
- Maintain confidentiality of patient records.
- May perform specialized nursing procedures related to the unique needs of a particular patient population.
- Manage medication sample supply.
- Insure examination rooms are stocked with supplies and maintain supply inventory.
- May oversee and guide the work of other nursing and support staff.
- Perform miscellaneous job-related duties as assigned.

ADDITIONAL KNOWLEDGE AND SKILLS

- Ability to plan, implement, and evaluate individual patient care programs.
- Ability to work in stressful situations and manage typical clinical caseload and conduct oneself in a professional and empathetic manner.

- Knowledge of nursing theory and practice.
- Knowledge of accreditation and certification requirements and standards.
- Knowledge of clinical and/or surgical facilities, instruments, and equipment.
- Knowledge of clinical operations and procedures.
- Knowledge of patient evaluation and triage procedures.
- Ability to draw intravenous and peripheral blood.
- Knowledge of appropriate procedures and standards for the administration of medications and patient care aids.
- Skill in preparing and maintaining patient records.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.

EDUCATION AND EXPERIENCE

Must be a registered nurse. Bachelor degree of Science in Nursing preferred. Must have two years experience working in an outpatient clinical setting. Prefer one year of experience as a medical assistant.

CERTIFICATES, LICENSES, REGISTRATIONS

BCLS Certified; State of Michigan Licensed Registered Nurse or licensure pending, as documented by temporary license.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.